

THE MUSTANG OWNERS CLUB OF AUSTRALIA, WESTERN AUSTRALIA, INC

Constitution and Rules

July 2022

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1. CONSTITUTION

The Constitution provides the framework for the *Mustang Owners Club of Australia, Western Australia* Inc (MOCWA) to conduct its club business. The constitution is supported by rules or bylaws to provide clarification or specific details. The constitution, rules and bylaws shall collectively be known as the Club Rules

The constitution shall be consistent with the Associations Act 2016 and other applicable laws of Western Australia. The club rules and bylaws shall be consistent with the constitution

2. NAME

The name of the incorporated club under these rules and constitution is the "*Mustang Owners Club of Australia, Western Australia, Inc*", here after called the "*Club*" or "*MOCWA*".

3. OBJECTIVES

The objectives of the club are to;

- To promote the use, ownership, maintenance, preservation and restoration of the Mustang motor car for the benefit of, Club members, owners and the general public.
- To promote friendship and courtesy on the road, socially, and in competition between members of the Club.
- To promote and encourage social activities.
- To conduct meetings and classes whereby Members obtain knowledge enabling them to, restore older vehicles, become better drivers, to maintain their cars to a high standard of efficiency.
- To encourage and participate in Local and National Convention and Concours events.
- To be affiliated with the National Body, namely the Mustang Owners Club of Australia Inc.
- To maintain and encourage local, national and international connections with organisations with similar objectives.

4. MEMBERSHIP

4.1. Eligibility for Membership

Membership shall be open to the following:

- Persons who currently own a Mustang. An owner defined as being the sole, joint or principal registered owner(s);
- People who wish to know more about or have an interest in the Mustang Marque consistent with the objectives of the club;
- People who have been awarded Life Membership of the Club.
- Persons or organisations accepted by the Executive as a "Premium Member"

4.2. Dealing with Membership Applications

- Applications for Membership shall be made on the form provided, and shall be considered by the Club Executive.
- The committee must consider each application for membership and decide whether to accept or reject the application.

- The committee may delay its consideration of an application if the committee considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- The committee must not accept an application unless the applicant is eligible and has correctly applied.
- An individual who has not reached the age of 15 years is not eligible to apply for a class of membership that confers full voting rights.
- The committee may reject an application even if the applicant is eligible and has correctly applied.
- The committee must notify the applicant of the committee's decision to accept or reject the application as soon as practicable after making the decision.
- If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.
- A person whose application is accepted by the Club shall be called a "*Member*"

4.3. Becoming a member

- An applicant immediately becomes a member when the committee accepts the application and any membership fees are paid.
- Upon becoming a member, the person is entitled to exercise all the rights and privileges of membership, including the right to vote (if applicable), and must comply with all of the obligations of membership under the Club Rules (The rules are available on the Club website or from the Executive Committee).

4.4. Life Membership

Life membership can be awarded to members if, that person has

- Served the club in a conspicuous manner for at least ten (10) years.
- Nominations have been forwarded to the Club Executive, in writing, two (2) months prior to the AGM.
- Nominations are presented to the Annual General Meeting (AGM) by the Club Executive and is approved by at least two-thirds of those present and entitled to vote.

A Life Member shall have all the privileges of a Member and shall not be liable to pay the annual subscription fee and other charges, levies or calls payable by a Member.

4.5. Premium Member

Premium Membership shall be open to the following:

- People or organisations who have an interest consistent with the objectives of the Club
- People or organisations that provide, knowledge, goods or services that may benefit Members
- People or organisations that have paid the appropriate Premium Member fee
- Persons or organisations accepted by the Executive as a "Premium Member"

4.6. Liability of Members

- A member of a committee, trustee or a member of the Club is not liable in respect of the liabilities of the Club. This does not apply to liabilities incurred as a result of illegal activities.
- A member is only liable for their own outstanding membership fees

4.7. When Membership Ceases

A person ceases to be a member when any of the following takes place -

- for a member who is an individual, the individual dies;

- for a member who is a body corporate, the body corporate is wound up;
- the person resigns;
- the person is expelled;
- the person ceases to be a member.

The secretary must keep a record, for at least one year after a person ceases to be a member, of —

- the date on which the person ceased to be a member; and
- the reason why the person ceased to be a member.

4.8. Resignation

A member may resign from membership of the Club by giving written notice of the resignation to the Secretary or President.

- The resignation takes effect —
 - when the Secretary or President receives the notice; or
 - if a later time is stated in the notice, at that later time.
- A person who has resigned from membership of the Association remains liable for any fees that are owed to the Club (the *owed amount*) at the time of resignation.
- The owed amount may be recovered by the Club in a court of competent jurisdiction as a debt due to the Club.

4.9. Rights not Transferable

- The rights of a member are not transferable and end when membership ceases.

4.10. Register of Members

- The secretary, or another person authorised by the committee shall maintain a register of its members and record in the register any change in the membership. Any change to the register must be recorded within 28 days after the change occurs.
- The register of members must include each member's name, a residential, postal or email address and the class of membership.
- A member is entitled to inspect the register free of charge. The member may make a copy of, or take an extract from, the register but has no right to remove the register for that purpose.
- The committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Club.

4.11. Disciplinary action or expulsion

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

- The Executive Committee may decide to caution, sanction, suspend a member's membership or to expel a member from the Club if —
 - the member contravenes any of these rules; or
 - the member acts detrimentally to the interests of the Club.
- The Executive Committee must give the member written notice of the proposed action, suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- The notice given to the member must state —
 - when and where the committee meeting is to be held; and
 - the grounds on which the proposed action, suspension or expulsion is based; and
 - that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed action, suspension or expulsion.
- At the committee meeting, the committee must —

- give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed action, suspension or expulsion; and
- give due consideration to any submissions so made; and
- decide —
 - on any caution or sanction
 - whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - whether or not to expel the member from the Club.
- A decision of the committee to suspend the member's membership or to expel the member from the Club takes immediate effect.
- The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- A member whose membership is suspended or who is expelled from the Club may, within 14 days after receiving notice of the Committee's decision give written notice to the Executive Committee requesting the appointment of a mediator.
- If notice is given, the member who gives the notice and the committee are the parties to the mediation.
- Mediation shall be conducted in accordance with requirements of the Associations Act

4.12. Consequences of Suspension

- During the period a member's membership is suspended, the member —
 - loses any rights (including voting rights) arising as a result of membership; and
 - is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Club.
- When a member's membership is suspended, the secretary must record in the register of members —
 - that the member's membership is suspended; and
 - the date on which the suspension takes effect; and
 - the period of the suspension.
- When the period of the suspension ends, the secretary must record in the register of members that the member's membership is no longer suspended.

5. SUBSCRIPTION FEES

- A Joining Fee and Annual Subscription is payable by all new Members.
- Renewal of Annual Subscription Fees for Members are to be paid by 30th June for the following financial year's membership.
- The Joining Fee and Annual Subscription Fee shall be as defined by the Executive Committee and approved at the Annual General Meeting.
- If the Subscription fee is unpaid by the last day in August, membership shall be deemed lapsed, whereby the member will forfeit all rights and privileges and has no claim on the Club or its property, and is bound to return Club property. An application to re-join the Club must be accompanied by a Joining Fee and Subscription Fee in order to become a full financial Member once again.
- The Executive Committee may waive the Joining Fee for a membership that has recently lapsed
- ALL Members must complete a Membership Renewal form each year, including Life Members.

6. CLUB MANAGEMENT

- The Executive Committee shall manage the club activities in compliance with the Western Australian Associations Act 2015 and other applicable laws.
- A member becomes an Executive Committee member if the member is elected to the committee at an Annual General Meeting or a Special General Meeting
- A member cannot be a member of the Executive Committee if;
 - under 18 years of age
 - a bankrupt or person whose affairs are under insolvency laws;
 - a person who has been convicted of an indictable offence in relation to the promotion, formation or management of a body corporate; or an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three months.
- A person must not hold 2 or more of the offices at the same time.
- The management of the *Club* shall be vested in an *Executive Committee* which shall consist of the President, Vice President, Secretary, Treasurer, and 3 other members.
- The President or in their absence, the Vice President, should be the Chairperson of all Meetings.
- The President, Vice President, Secretary and Treasurer shall have been active and financial members for at least 3 years.
- At the conclusion of their terms (12 months) all Committee Members shall be eligible for re-election at the Annual General Meeting.
- The Officers of the Club may hold office (subject to the election process of the Club) for a maximum period of three (3) years consecutively in any one position.
- If, due to extenuating circumstances, the Executive Committee considers it beneficial to the Club's operation to extend the term of one or more Committee Members by up to 12 months then the proposal, with explanations, is to be submitted for consideration and endorsed at the Annual General Meeting.
- If any position becomes vacant during the financial year the duties may be filled by a person nominated by the Committee until a replacement is elected at the next Annual General Meeting or a Special General Meeting called to endorse a vacant position.
- The Executive Committee shall have the power to make and publish any by-Laws or rules for the better management and control of the Club.
- Any By-Laws or Rules shall be consistent with this Constitution.
- The Executive Committee shall have the power to invite any person to meetings who may be of assistance to them in a professional, technical or skilled manner for their advice and or guidance. That person shall not be entitled to vote upon the matters.
- Any Member of the Executive Committee or other committee failing to attend three (3) consecutive Committee Meetings without apology or just cause shall render themselves liable to exclusion from that Committee.
- The Executive Committee shall be the final authority for interpretation of this Constitution, By-Laws and Rules and for decision on any matter arising.
- Any By-Laws and Rules shall be deemed equal to the Constitution in binding.
- The Executive Committee may caution, sanction, suspend or expel a member for any act, omission or conduct that brings the Club into disrepute, or whose actions endanger other Club Members or members of the general public.
- To help the committee in the conduct of the Clubs business, the committee may, —

- appoint one or more subcommittees;
- create one or more subsidiary offices and appoint people to those offices.
- A subcommittee may consist of the number of people, whether or not members, that the Executive Committee considers appropriate.

6.1. Executive Committee Meetings

- The committee must meet at least 3 times in each year on the dates and at the times and places determined by the committee.
- The date, time and place of the first committee meeting must be determined by the committee members as soon as practicable after the annual general meeting at which the committee members are elected.
- Special committee meetings may be convened by the chairperson or any 2 committee members.
- Notice of each committee meeting must be given to each committee member at least 48 hours before the time of the meeting.
- The presence of a committee member at a committee meeting need not be by attendance in person but may be by telephone or other means of instantaneous communication.
- A member who participates in a committee meeting by telephone or other means of instantaneous communication is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.
- A quorum for an Executive Committee Meeting, is four (4) members
- No business is to be conducted at a committee meeting unless a quorum is present.
- If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting the meeting lapses; or is adjourned to the same time, day and place in the following week.
- Each committee member present at a committee meeting has one vote on any question arising at the meeting.
- A motion is carried if a majority of the committee members present at the committee meeting vote in favour of the motion.
- If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- A vote may take place by the committee members present indicating their agreement or disagreement or by a show of hands, unless the committee decides that a secret ballot is needed to determine a particular question.
- If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.
- The committee must ensure that minutes are taken and kept of each committee meeting.
- A committee member's material personal interest in a matter being considered at a committee meeting is to be recorded in the minutes of the meeting. (Note: A material personal interest may be also be referred to as a conflict of interest and is defined in the Act)
- A committee member shall not vote or be present during a vote on a matter they have a material person interest.
- The minutes must record the following —
 - the names of the committee members present at the meeting;
 - the name of any person attending the meeting;
 - the business considered at the meeting;

- any motion on which a vote is taken at the meeting and the result of the vote.
- The minutes of a committee meeting must be entered in the Clubs minute book within 30 days after the meeting is held.
- The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
 - the chairperson of the meeting; or
 - the chairperson of the next committee meeting.
- When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - the meeting to which the minutes relate was duly convened and held; and
 - the matters recorded as having taken place at the meeting took place as recorded; and
 - any appointment purportedly made at the meeting was validly made.

6.2. Executive Committee- Nomination, Election, Resignation and Removal

6.2.1. Nomination

- At least 28 days before an annual general meeting, the secretary must send written notice to all the members —
 - calling for nominations for election to the committee; and
 - stating the date by which nominations must be received by the secretary
- A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary before the annual general meeting.
- The written notice must include a statement by another member in support of the nomination.

6.2.2. Election

- At the annual general meeting, a separate election must be held for each position of the Executive Committee.
- If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.
- If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- If more than one member has nominated for a position, the ordinary and life members at the meeting must vote, (by a show of hands or if requested by any member a secret ballot or in accordance with procedures that have been determined by the committee) to decide who is to be elected to the position.
- Each member present at the meeting may vote for one member who has nominated for the position.
- A member who has nominated for the position may vote for themselves.
- On the Executive Committee member's election, the new President of the Club may take over as the chairperson of the meeting.
- The acts of a committee or subcommittee, or of a committee member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment of a committee member or member of a subcommittee.

6.2.3. Resignation/Removal

- A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the President.
- The resignation takes effect —
 - when the notice is received by the secretary or President; or
 - if a later time is stated in the notice, at the later time.
- At an Annual General Meeting or Special General Meeting, the Club may by resolution —
 - remove a committee member from office; and
 - elect a member who is eligible to fill the vacant position.
- A committee member who is the subject of a proposed resolution may make written representations (of a reasonable length) to the Secretary or President and may ask that the representations be provided to the members.
- The Secretary or President may give a copy of the representations to each member or, if they are not so given, the committee member may require them to be read out at the general meeting at which the resolution is to be considered.

6.2.4. Cessation

A person ceases to be a committee member if the person —

- dies or otherwise ceases to be a member; or
- resigns from the committee or is removed from office; or
- becomes ineligible to accept an appointment or act as a committee member;
- becomes permanently unable to act as a committee member because of a mental or physical disability; or
- fails to attend 3 consecutive Committee meetings, of which the person has been given notice, without having notified the Committee that the person will be unable to attend.

6.2.5. Filling a Vacancy

- The committee may appoint a member who is eligible to fill a position on the committee that has become vacant or was not filled by election at the most recent annual general meeting or Special General Meeting
- If the position of secretary becomes vacant, the committee must appoint a member who is eligible to fill the position within 14 days after the vacancy arises.
- Subject to the requirement for a quorum, the committee may continue to act despite any vacancy in its membership.
- If there are fewer committee members than required for a quorum, the committee may act only for the purpose of
 - appointing committee members under this rule; or
 - convening a general meeting or special general meeting.

7. FINANCIAL MANAGEMENT

- The Financial Year for the Club shall be from the 1st of July to the 30th of June of the following year.
- Financial records may be closed prior to 30th June to allow sufficient time for a review of accounts and to prepare a report for the AGM.
- The funds of the club are to be used solely for the purposes of promoting the objectives of the club.

- The Club Treasurer shall oversee the club funds in accordance with the requirements of Part 5 of the Associations Act
- The Club Treasurer shall submit an income, expenditure and bank accounts balance report at each general meeting
- The Funds of the Club shall be banked in the name of the Club and funds drawn by cheque or electronic funds transfer.
- All accounts for payment shall be presented to at least three(3) of the Executive Committee for examination prior to passing for payment.
- Payments must be authorised by at least two(2) of the three(3) nominated officers of the Executive Committee or as directed by the Executive Committee and approved by an Annual General Meeting.
- The nominated officers must not be, related by way of marriage, de-facto, family or the focus of disciplinary action
- No Committee Member or Member shall incur any expense or disburse of any funds or render the Club liable for any obligation which has not first been authorised by the Executive Committee of the Club.
- An independent review of the Club Accounts shall be undertaken at least once every twelve (12) months. The outcome of this review is to be presented to the Executive Committee in the first instance and then tabled at a General meeting. If completed in time the meeting should be the Annual General Meeting.

8. GENERAL MEMBER MEETINGS

Meetings shall be held to fulfill the objectives and effective management of the club.

8.1. General Meetings

- A General Meeting shall be used as a forum for Club Members to discuss general club matters that promote the objectives of the club.
- The Club should hold general member meetings each calendar month.
- General Meetings may be cancelled or rescheduled at any time by the President or Vice President.
- The committee must ensure that minutes are taken and kept of each meeting.
- The minutes must record the following —
 - the names of the members present at the meeting;
 - the name of any person attending the meeting;
 - the business considered at the meeting;
 - any motion on which a vote is taken at the meeting and the result of the vote.
- The minutes of a meeting must be entered in the Clubs minute book within 30 days after the meeting is held.
- The chairperson must ensure that the minutes of a meeting are reviewed and signed as correct after endorsement by the membership by —
 - the chairperson of the meeting; or
 - the chairperson of the next committee meeting.
- When the minutes of a meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - the meeting to which the minutes relate was duly convened and held; and
 - the matters recorded as having taken place at the meeting took place as recorded; and
 - any appointment purportedly made at the meeting was validly made.

- A member's material personal interest in a matter being considered at a meeting is to be recorded in the minutes of the meeting. (Note: A material personal interest may be also be referred to as a conflict of interest and is defined in the Act)
- A member shall not vote or be present during a vote on a matter they have a material personal interest.

8.2. Annual General meeting

- At least 28 days' notice must be given to all members of an Annual General Meeting
- The Annual General Meeting shall be
 - held during July in each year,
 - at such time and place as the Executive Committee may determine,
 - for the purpose of electing Executive Committee Members and other roles,
 - presentation of the independent review of financial records for the previous year(s),
 - for determining the Joining Fee and Annual Subscription fee,
 - and for transacting such other business as shall have been specified in the notice convening such meeting.
- At every Annual General Meeting of the Club, the President's Report, the Treasurer's Report / Balance Sheet and Financial Statements for the immediately preceding year, the acknowledgement of proxy votes and any other report(s) shall be submitted for adoption.
- The committee must ensure that minutes are taken and kept of each meeting.
- The minutes must record the following —
 - the names of the members present at the meeting;
 - the name of any person attending the meeting;
 - the business considered at the meeting;
 - any motion on which a vote is taken at the meeting and the result of the vote.
- The minutes of a meeting must be entered in the Clubs minute book within 30 days after the meeting is held.
- The chairperson must ensure that the minutes of a meeting are reviewed and signed as correct after endorsement by the membership by —
 - the chairperson of the meeting; or
 - the chairperson of the next committee meeting.
- When the minutes of a meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - the meeting to which the minutes relate was duly convened and held; and
 - the matters recorded as having taken place at the meeting took place as recorded; and
 - any appointment purportedly made at the meeting was validly made.
- A member's material personal interest in a matter being considered at a meeting is to be recorded in the minutes of the meeting. (Note: A material personal interest may be also be referred to as a conflict of interest and is defined in the Act)
- A member shall not vote or be present during a vote on a matter they have a material personal interest.
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8.3. Special General Meeting

- A Special General Meeting may be called to deal with critical matters specified in the notice of meeting.
- Special General Meetings may be called by either the President or Vice President or on petition in writing to the President or Vice President by at least 20% of financial members.
- At least fourteen days' notice must be given to all members of a Special General Meeting.
- The notice must specify the business which is to be conducted at the meeting.
- No business is to be conducted at a Special General Meeting that is not specified in the notice of meeting.
- The committee must ensure that minutes are taken and kept of each meeting.
- The minutes must record the following —
 - the names of the members present at the meeting;
 - the name of any person attending the meeting;
 - the business considered at the meeting;
 - any motion on which a vote is taken at the meeting and the result of the vote.
- The minutes of a meeting must be entered in the Clubs minute book within 30 days after the meeting is held.
- The chairperson must ensure that the minutes of a meeting are reviewed and signed as correct after endorsement by the membership by —
 - the chairperson of the meeting; or
 - the chairperson of the next committee meeting.
- When the minutes of a meeting have been signed as correct they are, until the contrary is proved, evidence that —
 - the meeting to which the minutes relate was duly convened and held; and
 - the matters recorded as having taken place at the meeting took place as recorded; and
 - any appointment purportedly made at the meeting was validly made.
- A member's material personal interest in a matter being considered at a meeting is to be recorded in the minutes of the meeting. (Note: A material personal interest may be also be referred to as a conflict of interest and is defined in the Act)
- A member shall not vote or be present during a vote on a matter they have a material personal interest.

8.4. Quorum

- At Annual General Meetings, Special General Meetings or General Meetings, a quorum shall be nine members present.
- If a quorum is not present within 30 minutes of the nominated time, the Members present may adjourn the meeting to such time and day within one month, as they may decide.

8.5. Voting Powers

- Only financial Members and Life Members of the Club are eligible to vote.
- Proxy votes supported by written evidence and acknowledged prior to the meeting shall be permitted. No member shall hold more than 5 proxy votes
- The President or Vice President shall take the Chair of a meeting, or in their absence, the members present may elect their own Chairperson. The Chairperson at any meeting, in addition to their vote as a member, shall have a casting vote.

9. AMENDMENTS TO CONSTITUTION, BY-LAWS AND RULES

- The Constitution, By-Laws and Rules may be altered at the Annual General Meeting or Special General Meetings.
- The subject of the change must be received by the Executive Committee not less than 30 days prior to the meeting, to enable a copy of the proposed alteration to be included in the notice to members.
- Proposed alterations to the constitution must be approved by at least 75% of those present or voting by proxy at the meeting.
- Proposed alterations to Club by-laws or rules must be approved by at least 66% of those present or voting by proxy at the meeting.

10. NON-PROFIT CLAUSE

- The property and income must be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- A payment may be made to a member out of the funds of the Club only if it is authorised and is for the reimbursement of reasonable expenses or compensation for services rendered properly incurred by the member on behalf of the Club.

11. DISSOLUTION OF THE CLUB

The Club shall be dissolved in the event of the membership being less than nine (9) persons or upon the vote of a 75 % percent majority of the Members present who are able to vote at a Special General Meeting convened to consider such a question. If upon the winding up or dissolution of the Club there remains after satisfaction of all it's debts and liabilities, any property whatsoever, the same must be given or transferred to another association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to it's individual members, and which association shall be determined by resolution of the members.

12. MATTERS NOT PROVIDED FOR

Any matters not provided for in the Constitution, By-Laws and Rules, may be referred by the Executive Committee to the Mustang Owners Club of Australia (MOCA) as the Peak body or be referred to the Annual General Meeting or Special Meeting convened for such purpose

13. Club Rules

The following rules provide further clarity or explanation

- to assist with the effective management of the club,
- to explain the roles and responsibilities of various Club positions

Executive Committee

President

The President is responsible to the Club and its Members for the overall efficiency in the running and financial administration of the Club through adhering to the requirements of the Club's Constitution, By Laws and Rules.

The President is to:

- Oversee, monitor and assist in the activities of the Executive Committee, Sub Committees and Ex Officio Members in the performance of their responsibilities.
- Chair and preside over all Meetings.
- Represent the Club in public forum as and when required.
- Ensure that Club magazines, newsletters and notices are of a high standard and reflect the professional ideals and objectives that the Club strives to maintain.

Vice President

The Vice President is to assist the President in the efficient running and administration of the Club activities.

The Vice President is to:

- Deputise for the President and chair and preside over meetings in his/her absence.
- Assist the President
- Assist Committee Members/Office Bearers in overseeing Club activities and functions.

Secretary

The Secretary is responsible for the overall administration of events relating to the generation, issue and receipt of correspondence and documentation.

The Secretary is to:

- Attend and record the minutes of all Club meetings.
- Provide copies of those minutes to the Club Magazine Editor for publication and circulation to all Club members.
- Organise and advertise times and venues for Club and Executive meetings as required.
- Advertise Club activities (as provided by the social event organiser)
- Receive, document, file and reply to correspondence as directed following action resulting from Club meetings.
- Prepare and distribute appropriate AGM or SGM documentation in a timely manner.
- In conjunction with the Treasurer maintain a register of members' details from new or renewal applications and provide the mailing details to the Magazine Editor.

Treasurer

The Treasurer is responsible for the day to day financial administration of the Club accounts and funds received and spent at Club events.

The Treasurer is to:

- Maintain financial accounting records (computer based) in accordance with accepted accounting/bookkeeping practices to meet annual audit requirements.
- Collect and receipt all funds, in a timely manner, from subscriptions and Club events and in conjunction with the Club Secretary ensure that Membership cards are renewed.
- Ensure that all required receipts are issued as appropriate and pay accounts on time after seeking authorisation signatories from delegated committee members using authorised cheque payment vouchers.
- Be involved in all activities that generate or consume funds so that the appropriate financial records are maintained.
- Co-ordinate Executive Committee approval for expenditure of funds preceding the running of an event.
- Reconcile accounts monthly with bank statements and produce and present Profit & Loss and Balance Sheet statements at monthly meetings for members' perusal.
- Arrange end of year financial audit/review and present the report at the AGM or as soon as possible thereafter.

Magazine Editor/Production Team

The Magazine Editor and the Production Team are responsible for providing a professional and informative publication that is the primary method of conveying the activities and status of the Club within agreed cost constraints covering past, present, future activities and general motoring related issues to all Club members and approved associated motoring agencies at agreed intervals.

The Editor and Team are to:

- Produce the publication based on content, format and distribution numbers and intervals as agreed by the Executive Committee.
- Liaise with the Secretary for copies of the minutes of meetings (for inclusion in Club Members' distribution) and with the Executive and Members from time to time for appropriate news items for inclusion.
- Seek advertisers and sponsors for appropriate items for inclusion in the magazine.
- Seek agreement of the Executive on advertising rates.

Members Promotion Co-ordinator

The Members Promotion Co-ordinator is responsible for actively promoting the Club's identity and objectives to enhance the membership base through retaining current members and establishing new memberships by appropriate advertising within the media.

The Members Promotion Co-ordinator is to:

- Develop and implement suitable advertising techniques in a format and cost structure agreed to by the Executive.

- Develop a process of welcoming new members by providing a documentation package containing current relative Club literature, new member item (eg badge or club shirt) including a welcome letter from the President.
- Liaise with Treasurer to identify new members
- Co-ordinate identification and notification of Members' significant events from the Members' Register to be acknowledged personally/generally as appropriate in a most suitable manner.

National Delegates

National Delegates (elected for two years at the AGM) are responsible for representing the Club at the National Delegates Annual General Meeting of the Mustang Owners Club of Australia Inc. held annually (Easter in Concours home state) and mid-year in October (in Victoria or nominated state) each year.

The National Delegates (usually two members) are to:

- Promote the views of the Club as they pertain to issues under discussion at National Delegates' Meetings.
- Provide the Club with a written report on the National Delegates AGM and any other issues that are deemed appropriate for inclusion in the Club minutes/magazine for discussion at monthly meetings.

Council of Motoring Clubs Representative

The Council of Motoring Clubs of WA (Inc) is a body which exists to represent and co-ordinate the interests of motoring clubs in WA. It provides a forum for member clubs to discuss items of relevance to the movement and can act as a lobbying group when necessary. The CMC is aligned with similar groups nation-wide. The Council of Motoring Clubs Representative is responsible for keeping the Club informed on developments and issues as discussed at the Council's monthly meetings.

- The Representative is to:
- Attend all monthly meetings providing a verbal report as necessary on CMC matters that affect MOCWA.
- Provide a written report as required to be included in the Club minutes/magazine for discussion

Concessional Licencing Delegates/Vehicle Registrar

Concessional Licencing Delegates/Vehicle Registrar are responsible for ensuring, through inspection (annually), that concessional licenced vehicles meet prescribed standards of build configuration to enable licencing by State transport authorities.

Delegates are to:

- Be suitably experienced members or having qualifications or mechanical knowledge to ensure the requirements of the Club and vehicle registering Authorities are met.
- Attend concessional licencing inspection venue as required.
- Represent the Club at concessional licencing related meetings as required
- Be responsible for maintaining a register of all "concessional licenced" Club vehicles showing full details of the vehicle and owner including type of licencing.

Property Officer

The Property Officer is responsible for the Club property assets.

The Property Officer is to:

- Maintain a listing of all assets showing holdings and value and in conjunction with the Club Treasurer determine depreciation/valuation and write off proposals in time for yearly financial audits.
- Maintain the Club trailer in a road worthy condition and ensure it is licenced and insured at all times and is suitably secured.
- Obtain authorisation from the Executive Committee prior to incurring expenses or liability in relation to Club property.

Publicity Officer

The Publicity Officer is responsible for ensuring that the Western Australian public, as appropriate, is informed of Club events and activities that may directly or indirectly relate to them. This responsibility may include the booking of venues and associated restrictions and notification of events to State authorities.

Public Officer

The Public Officer acts as the official contact for the Club with the Regulator. The official address of the Club shall be the physical address in WA where the public officer can generally be found. The official address cannot be a post office box. The public officer must advise the Regulator of a change of official address within 28 days after the current address becomes obsolete or unusable.

The public officer is automatically one of the authorised signatories for the Club. However, the public officer is not automatically a signatory to the association's bank account.

The public officer must be over 18 years of age and reside in Western Australia.

The public officer has no power over the management of the association simply because she or he is the public officer. However, the public officer must fulfil the duties applying to officers of the Club

The Public Officer shall be a long term member that actively participates in Club activities and possess a thorough knowledge of the Club's Constitution, By Laws and Rules.

The Public Officer is responsible for

- acting as the official contact for the Club with the Regulator, including taking delivery of documents served on the association and bringing them to the attention of the Executive Committee as soon as practicable
- notifying the Regulator (Consumer Protection) of any change in the Clubs official address within 28 days
- collecting all Club documents from former committee members and delivering the documents to the new committee member within 14 days

Club Photographer

The Club Photographer is responsible for producing filmed evidence of Club events and activities for publication in the Club magazine and other printed media as required.

The Photographer is to:

- Be able to attend most meetings, events, activities and functions.
- Possess his/her own photographic equipment.
- Obtain authorisation of expenses from the Executive prior to incurring same and seek reimbursement after the event as appropriate.
- Make photographs available to the Magazine Editor for use or publication as required.

Social Committee

A sub-committee comprising a number of voluntary current financial members who shall:

- Work closely with the Executive Committee on all matters relating to planned social activities and co-opt the assistance of other Club Members as and when required.
- Organise events/activities in which the Club and Members can participate
- Ensure event details can be distributed to Club Members either by electronic methods or the Club Magazine as and when required.
- Ensure approval of expenses associated with events/activities is obtained from the Executive Committee prior to committing Club funds to any event.
- Submit proposals for Club financial subsidies of events to the Committee for consideration, discussion and approval in a timely manner.
- Have a delegated financial responsibility to spend up to \$100.00 in purchasing items for either Club Raffles for any one event or for incidentals associated with any one other social event.
- Provide suitable evidence to support reimbursement of expenses
- Ensure reconciliation of all income/expenses associated with all social events/activities prior to delivering the net proceeds to the Committee Treasurer.

Club Merchandise Coordinator

The Club Merchandise Coordinator is responsible for the purchasing and inventory control of Club merchandise including stationery requirements and in arranging the printing there of. The Merchandising Coordinator is to liaise closely with the Club Property Officer in areas of common interest.